

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** SR. ADMINISTRATIVE COORDINATOR-Contracts, PO  
**LOCATION:** SAN FRANCISCO, CA  
**JOB REQUISITION:** 002979

### OVERVIEW

Under the supervision of Information Services Manager, the Senior Administrative Coordinator provides lead direction and work review to assigned staff, and/or performs and coordinates technical, specialized administrative support work as assigned.

### RESPONSIBILITIES:

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Performs the full range of administrative duties related to year end budget preparation in collaboration with Finance Budget Analyst and Information Services Managers.
- Creates requisitions and reviews and approves invoices for payments
- Uses MS Access to track invoices and payments and generate reports, graphs, and charts.
- Receives and verifies all purchase orders, matches packing slips with purchase orders, and enters the inventory information into the Access database.
- Tracks and records historical expenditure data, analyze and report findings to IS management.
- Acts as liaison between the vendors, the accounting department regarding status of payments
- Maintains computer related and office supply inventory
- Researches, recommends, negotiates, and prepares contracts for various services.
- Requests and evaluates quotes and provides input for the hardware and software product selection process for the San Francisco and Regional AOC offices, the Appellate Courts and the Supreme Court.
- Performs basic administrative office duties including filing as assigned.

### WORKING CONDITIONS

Must be available to work overtime and on weekends and holidays.

### QUALIFICATIONS

Equivalent to an associate degree, preferably with major course work in administration or business, and three years of experience organizing and coordinating administrative support for programs and/or projects that included one year of lead responsibility.

OR

One year as an Administrative Coordinator II with the judicial branch.

Ability to:

- Coordinate and provide effective administrative assistance and coordinate projects and program operations.
- Research, compile, and summarize data and information.
- Prepare clear and concise reports, correspondence, and other written materials.

- Use initiative and judgment within established guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

#### **DESIRABLE SKILLS:**

- Attention to detail with strong organizational skills
- Familiarity with A/R (Accounts Receivable) and A/P (Accounts Payable)
- Strong communications skills
- Proficiency with MS Office Suite including MS Outlook, MS Word and MS Excel
- Experience with contract review, preparation and negotiation
- Experience with basic project management principles
- Experience with an e-procurement application and MS Access is a plus.

#### **HOW TO APPLY**

To ensure consideration of your application for the earliest round of interviews, please apply by June 25, 2007, however, this position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers) and search for Job Req-2979, Senior Administrative Coordinator. This position requires the submission of our official application and a response to the supplemental questionnaire.

OR

To obtain a printed application, please download a copy from our website under the Special Access and Application Help section OR visit:

Administrative Office of the Courts  
Human Resources Division  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102  
(415) 865-4272 Telecommunications Device for the Deaf

#### **PAY & BENEFITS**

**SALARY RANGE:** \$5,021 to \$6,103 per month  
(Starting salary range may vary between \$5,021-\$5,523 per month)

Highlights of our benefits package include:

- Health/Dental/Vision benefits Program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer.  
Supplemental Questionnaire**

**For**  
**Sr. Administrative Coordinator Req. 2979**

Your answers to this supplemental questionnaire must be returned with your application in order for your application to be considered for review. The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications.

1. Describe your experience prioritizing work (e.g., when given multiple assignments that have the same deadline).
2. Describe a situation/project in your your work history that illustrates your ability to not let things fall through the cracks. What was the situation? What was the outcome? To what do you attribute the success or failure of the outcome?
3. Please describe, if any, your knowledge of A/R (Accounts Receivable) and A/P (Accounts Payable) procedures.